

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE

NO. 24-57

26 August 1957

SUBJECT: Security Violations

1. The Security Officer, OTR, has informed me that during the first seven months of 1957 the Office of Training was charged with fifteen security violations which represents an average in excess of two violations per month. For the month of July OTR was charged with five violations, two more than any other office in DD/S.
2. I am most concerned about this situation. Each of you will exert every effort to insure that all classified material within your area of responsibility has been properly secured prior to your departure at the close of business. The Security Check Officers for each day will also exercise greater care in performing their duties.
3. Each School or Staff Chief, or Branch Chief, who is directly responsible for the Security Check Officers in his area will call this Notice to their personal attention and emphasize the necessity for more rigid security checks.
4. It is my intention to review future violations carefully and, in view of our record to date, more severe penalties for these infractions will be invoked in the future. Security violations will definitely be considered in all future promotion recommendations.



MATTHEW BAIRD
Director of Training

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Distribution:

All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.